

# JONES TECHNOLOGY

## A HELPFUL GUIDE

VENGELS



# Wireless Network

There are some options to get online in our school. One is wired with an ethernet cable, and the second option is wireless access. To go on wirelessly you need to start your browser (Safari or Firefox).



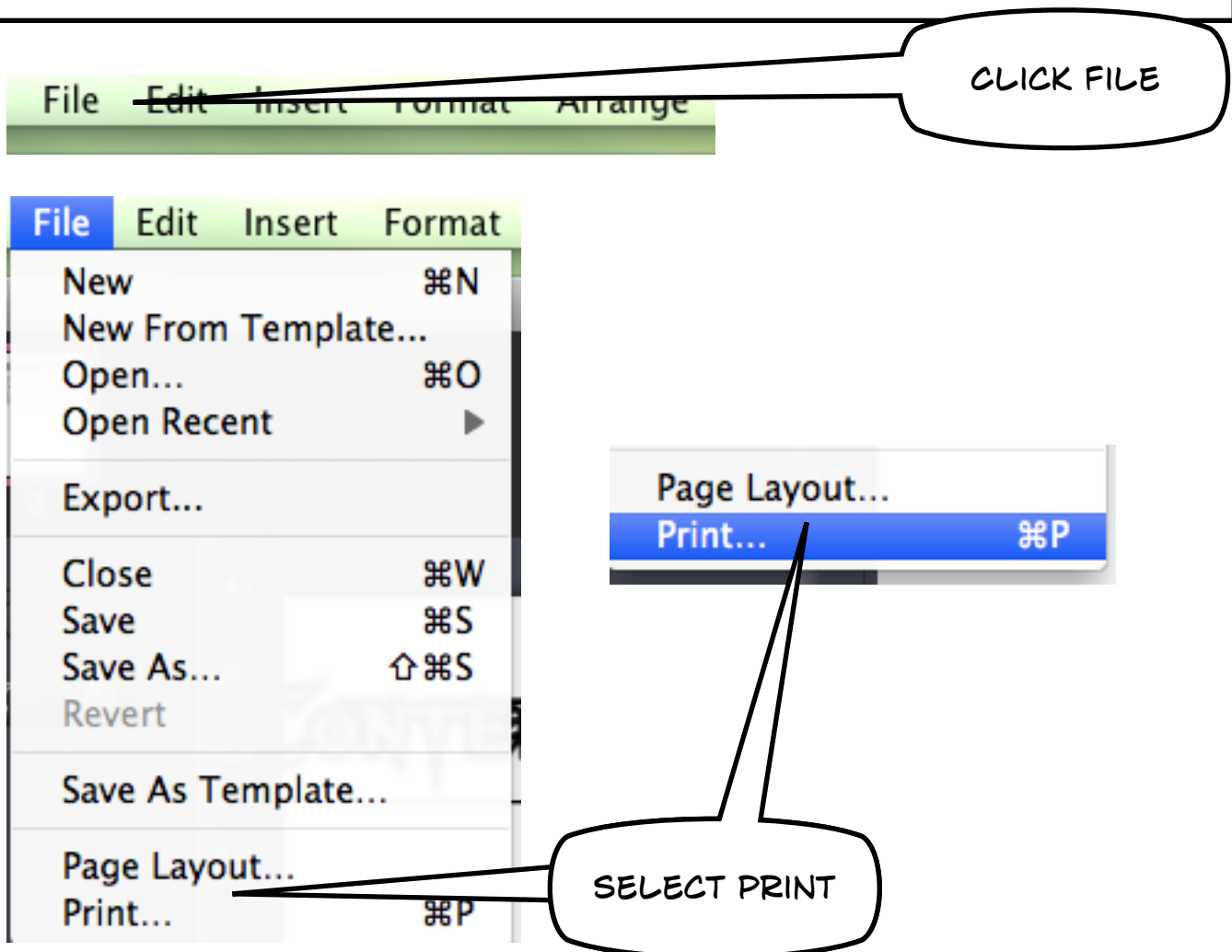
A pop-up menu lets you know that the computer can't verify the website. Click "Continue"

A screenshot of the Wireless SchoolNet login page. The header features the "Wireless SchoolNet" logo with "SCHOOL DISTRICT OF PHILADELPHIA" underneath. Below the header are three columns of links: "Information" (What's New, Tutorials/Documents), "Support" (Knowledgebase, Request for Support), and "Create a New Wireless Guest Account". The "Login" section contains a form with "Organization:" (a dropdown menu showing "Employee"), "User ID:" (a text box), and "Password:" (a text box). Below the form is a checkbox for "I agree to the Terms and Conditions of this network." and a "Login" button.

The Username is your email username (without the @philasd.org) and the Password is your email password. Select that you understand the terms and log in!

# WIRELESS PRINTING

The most common error with wireless printing is that the computer is not connected to the internet. Make sure that your computer can view the internet before you print. You can print to the copiers in the IMC and room 317. Do NOT print to the office! The easiest way to add a printer to your computer is to go to the print menu.



Printer: 10.41.37.7-1

Presets: Standard

? PDF ▾ Preview Cancel Print

THE MENU ABOVE SHOULD APPEAR. CLICK THE BLUE DROP DOWN AND SELECT ADD PRINTER

10.41.37.1

10.41.37.7

✓ 10.41.37.7-1

10.41.41.213 @ Administrator's MacBook (2)

10.41.42.201

10.41.47.184

Adobe PDF 9.0

⊙ HP Color LaserJet 2600n

hp LaserJet 1320 series (CE1517)

⊙ HP Photosmart C3100 series

⊙ HP PSC 1500 series

⊙ HP PSC 1500 series-1

⊙ Lexmark C510

⊙ Lexmark C524

⊙ Lexmark C524-1

Add Printer...

Print & Fax Preferences...

Add Printer...

Print & Fax Preferences...

Add Printer

Default Fax IP Windows Search

Protocol: Line Printer Daemon - LPD

Address:

Enter host name or IP address.

Queue:

Leave blank for default queue.

Name: No Selection

Location: No Selection

CLICK IP

Add

The addresses that you can use are:

10.41.33.161 - IMC

10.41.33.162 - 317

## Rules of Printing:

1. Some of the printers are in classrooms, please be courteous.
2. The coaches monitor the printers, so watch what you print.
3. Children SHOULD NOT be sent to collect things from the printers.
4. Replenish the paper from time to time.
5. Take ONLY WHAT YOU PRINT! Just because you like someone's activity doesn't mean it is yours.
6. If you print and nothing comes out, make sure you are logged into the wireless network, then let Mr. Vengels know. DO NOT continue to keep printing it.

# E-Mail System

The screenshot shows a web browser window with the address bar displaying <https://mail03.philasd.org/zimbra/?zlastserver=1>. The page title is "Zimbra Collaboration Suite Log In". The main content area features a login form for "THE SCHOOL DISTRICT OF PHILADELPHIA Collaboration Center @philasd.org". The form includes fields for "Username:" (containing "elowe") and "Password:", a "Remember me on this computer" checkbox, and a "Log In" button. Below the password field is a dropdown menu for "Which version would you like to use?" set to "Default", with a "What's This?" link. At the bottom, there is a link "Click here for help." and a disclaimer: "Access to Collaboration Center is governed by the School District of Philadelphia's Acceptable Use Policy ([http://www.philasd.org/acceptableusepolicy](#)). Unauthorized use of this system and resources is strictly prohibited. Contact the Office of Information Technology Help Desk at 215.400.5555 for employee username and/or password information."

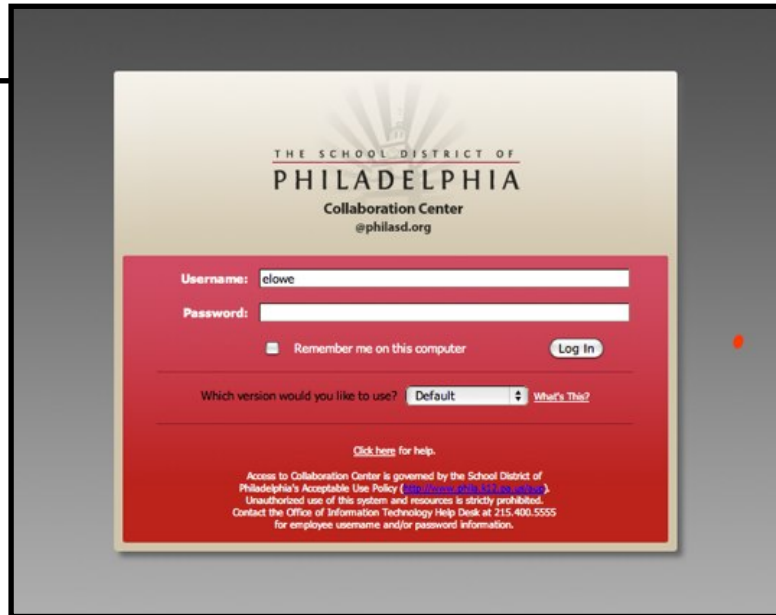
*THE SCHOOL DISTRICT OF PHILADELPHIA'S E-MAIL SYSTEM IS :*

*CC.PHILASD.ORG*

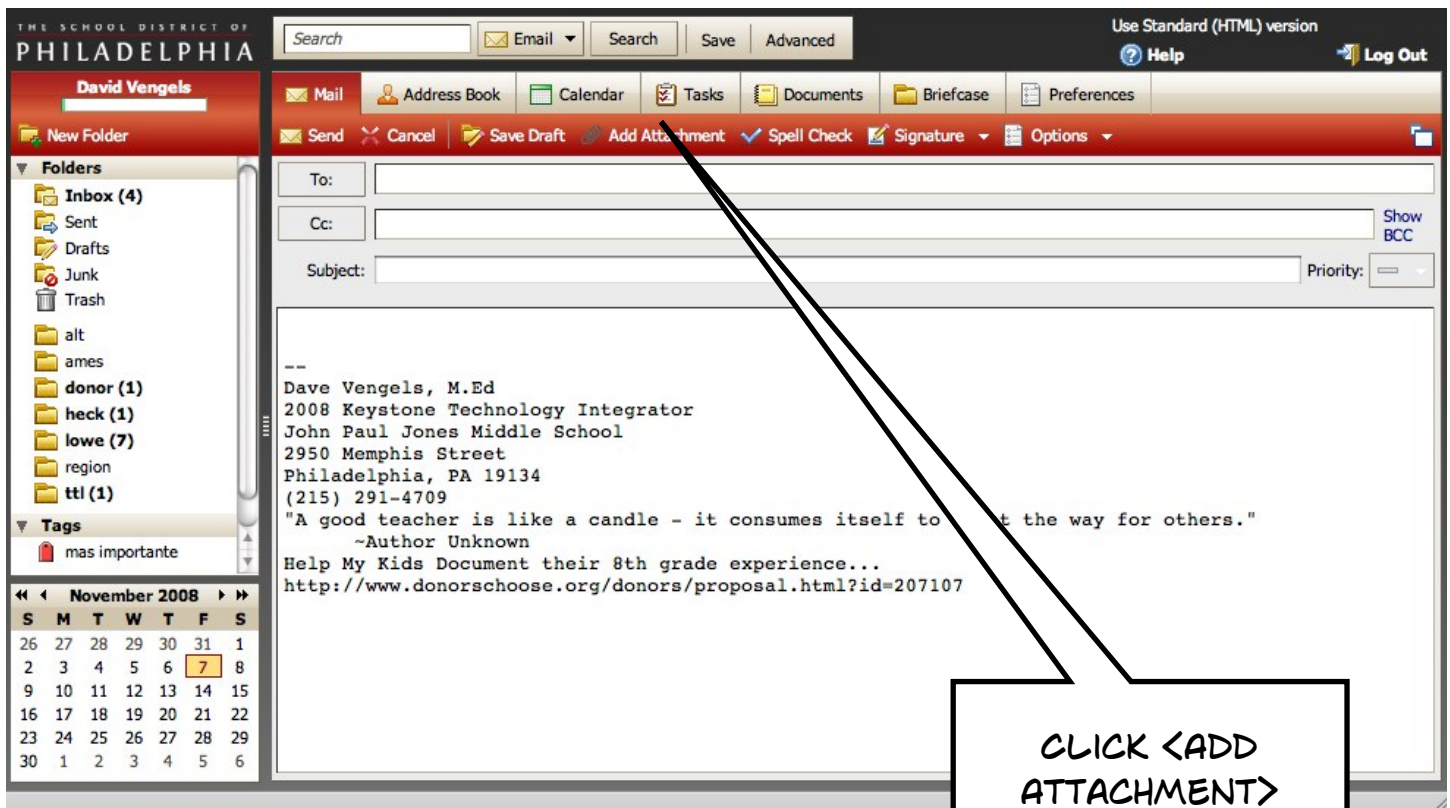
*YOUR USERNAME AND PASSWORD IS GIVEN TO YOU BY THE SCHOOL DISTRICT. IF YOU DO NOT HAVE ONE, CALL THE HELP DESK AT 215-400-5555*

# Attach A Document to Email

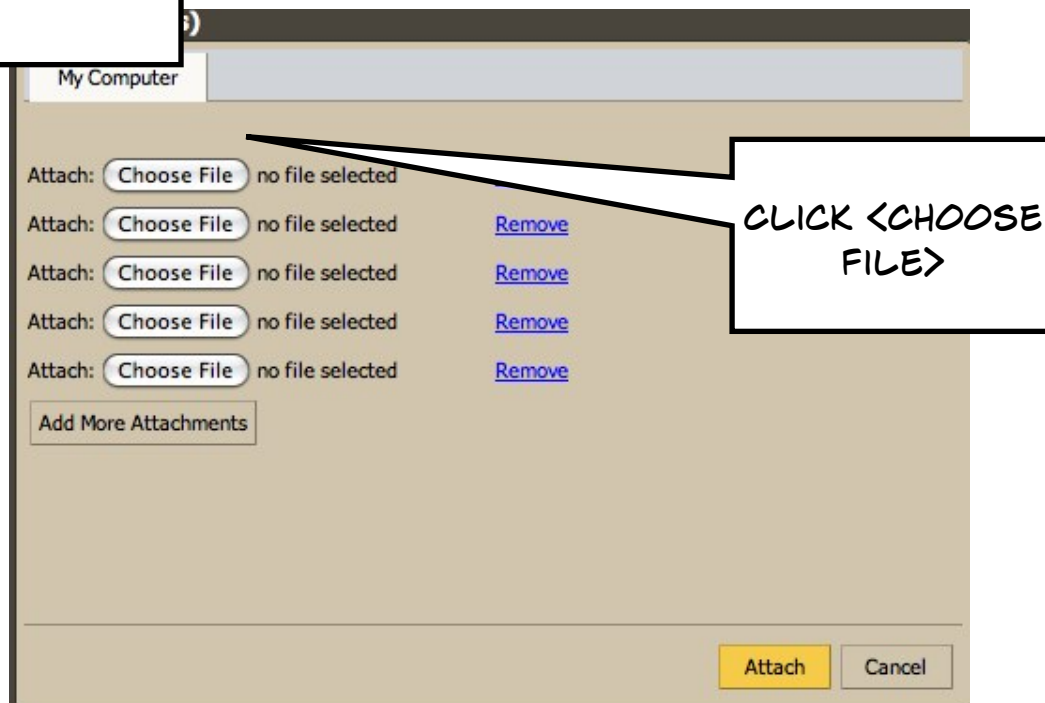
BEFORE YOU ATTACH A DOCUMENT YOU NEED TO KNOW WHERE IT IS AND WHAT IT IS NAMED.

A screenshot of the Philadelphia Collaboration Center email interface. The interface shows a sidebar with folders like 'Inbox (4)', 'Sent', 'Drafts', 'Junk', 'Trash', 'alt', 'ames', 'donor (1)', 'heck (1)', 'lowe (7)', 'region', and 'ttl (1)'. The main area displays a list of emails. A callout box points to the 'New' button in the email toolbar. Below the callout box is a text box with instructions.

CLICK <NEW> AND A NEW EMAIL TO SEND WILL BE DISPLAYED. ADD ALL EMAIL ADDRESSES WHERE YOU WANT THE FILE SENT!



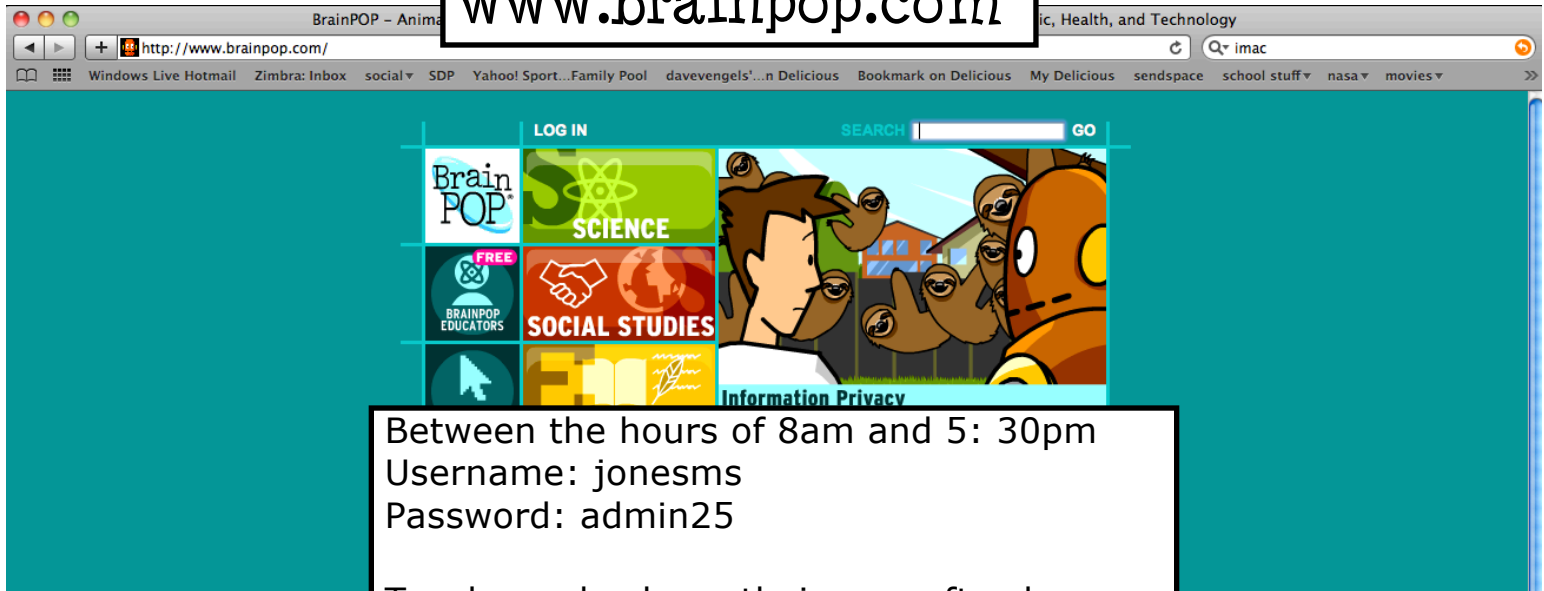
THIS WINDOW WILL APPEAR!



THIS IS WHERE IT HELPS TO KNOW THE FILE NAME AND WHERE THE FILE IS. SELECT THE FILE AND HIT OK TO GET BACK TO THE ATTACH FILE MENU. WHEN YOU ARE DONE ATTACHING ALL THE FILES YOU WANT CLICK THE YELLOW ATTACH BUTTON. THEN TYPE YOUR MESSAGE AND SEND YOUR EMAIL!

# BRAINPOP!

www.brainpop.com



Between the hours of 8am and 5: 30pm  
Username: jonesms  
Password: admin25

Teachers also have their own after-hours  
access available by using the following  
username and password:

After-Hours Username: jonesms\_teacher  
After-Hours Password: admin25



CHECK IT OUT!  
THEY HAVE  
ACTIVITIES FOR  
THE VIDEOS  
TOO!